



# Langendorf Supply Company, Inc.

Air Distribution Equipment and Supplies

www.lSCO-inc.com Email: lSCO-inc.com

Toll Free: St Louis 866-489-4892

## RETURN ITEMS PROCEDURE

- Effective October 1, 2007 the following policy will be used when returning material to Langendorf Supply.
- Return items should be returned with
  - A copy of the invoice or have the invoice number.
  - Job name and/or P.O number will be needed to receive credit
  - Return Goods Authorization from Salesperson is needed to receive credit
- Items that can be returned to stock must have prior approval from a Langendorf Representative and a Return Goods Authorization number will be issued.
- Materials must be in condition to be resold
- Special order items cannot be returned for credit unless your salesperson issues a Return Goods Authorization, stating the credit to be issued upon return of the items. This RGA is to be returned along with the product.
- There will be a 25% restocking charge or \$25.00 minimum for invoices over 30 days
- No returns after 90 days

*Krista Arnsmeier*

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